

Bus Driver Scheduler

Purpose

The job of Bus Driver Scheduler is done for the purpose/s of coordinating scheduling for school bus drivers; maintaining bus schedules; ensuring an up-to-date reference and audit trail; and ensuring compliance with established regulations governing student transportation. This job reports to Director-Transportation.

This job is a “safety-sensitive” position.

Essential Functions

- Analyzes data (e.g. SASI, routing schedules, tracking and mapping software, etc.) for the purpose of preparing required district and government reports and/or providing information to the Director of Transportation, students, parents, district staff, and the general public.
- Attends and requests meetings (e.g. attends IEP meetings; requests meetings to address student behavior concerns, etc.) for the purpose of providing a safe environment for students who use district transportation services.
- Collaborates with various district and community organizations (e.g. schools, public agencies, etc.) for the purpose of increasing pupil safety on school buses.
- Communicates, as needed, with in-route bus drivers via two-way radio for the purpose of resolving in-route difficulties, problems, and/or situations to ensure students are transported safely and in a timely manner to destinations.
- Coordinates bus scheduling to accommodate daily runs and other various activities (e.g. cross-school classes and events, orientations and trainings for regular, activity, and substitute drivers, etc.) for the purpose of delivering services, as needed, to ensure that all assignments are covered and completed and enhancing educational opportunities for students.
- Interprets district policy and regulations of student transportation program and procedures for the purpose of delivering services in conformance with District objectives.
- Maintains routing maps and related forms for the purpose of providing up-to-date information and schedules to bus drivers and other appropriate parties.
- Maintains manual and computer-generated documents, files and records (e.g. SASI and scheduling records, routing software, reports, changes in laws/regulations, pin numbers, etc.) for the purpose of ensuring an up-to-date reference trail for compliance and/or conveying information.
- Monitors compliance with federal, state, and district transportation regulations and procedures (e.g. DOT, etc.) for the purpose of ensuring requirements are met.
- Oversees daily activities of bus drivers and bus assistants (e.g. schedule monitoring, in-route behavior and performance, in-route problems encountered, etc.) for the purpose of ensuring the provision of safe and efficient transportation services for students and staff.
- Prepares written materials (e.g. schedules, maps, procedures, reports, etc.) for the purpose of documenting activities, providing written support and/or conveying updated information.
- Provides reports and data to Director of Transportation for the purpose of improving the safety of students using transportation services and efficiency of the transportation department.

- Provides various trainings (e.g. orientations, bus safety classes, bus evacuation drills, autism and disability awareness, behavior management, Mandt/CPR, etc.) for the purpose of increasing drivers' knowledge and skill and improving safety for students and drivers.
- Responds to inquiries from a variety of sources (e.g. students, parents, media, general public, and district staff, etc.) for the purpose of providing information relating to bus routes and/or schedules and resolving scheduling problems.

Other Functions

- Performs other related duties as assigned for the purpose of ensuring the efficient and effective functioning of the work unit.

Job Requirements: Minimum Qualifications

Skills, Knowledge and Abilities

SKILLS are required to perform multiple, technical tasks with a potential need to upgrade skills in order to meet changing job conditions. Specific skill based competencies required to satisfactorily perform the functions of the job include: preparing and maintaining accurate records; operating equipment used in school bus servicing and maintenance; adhering to safety practices; operating standard office equipment; preparing and maintaining accurate records; and using pertinent software applications.

KNOWLEDGE is required to perform basic math, including calculations using fractions, percents, and/or ratios; read technical information, compose a variety of documents, and/or facilitate group discussions; and analyze situations to define issues and draw conclusions. Specific knowledge based competencies required to satisfactorily perform the functions of the job include: health standards and hazards; safety practices and procedures; laws, rules, and regulations pertaining to school bus operations and pupil transportation including appropriate Wyoming State Motor Vehicle Code and the Education Code; safe driving principles and practices; bus routes/stops; and pertinent software applications.

ABILITY is required to schedule a significant number of activities, meetings, and/or events; routinely gather, collate, and/or classify data; and consider a number of factors when using equipment. Flexibility is required to independently work with others in a wide variety of circumstances; analyze data utilizing a variety of complex processes; and operate equipment using standardized methods. Ability is also required to work with a significant diversity of individuals and/or groups; work with data of widely varied types and/or purposes; and utilize job-related equipment. Problem solving is required to analyze issues and create action plans. Problem solving with data requires independent interpretation of guidelines; and problem solving with equipment is limited. Specific ability based competencies required to satisfactorily perform the functions of the job include: communicating clearly and concisely, both orally and in writing; establishing and maintaining positive and harmonious relationships; meeting deadlines and schedules; reading, interpreting, and following rules, regulations, policies, and procedures; following oral and written directions; ability to work flexible hours with frequent interruptions; and working independently.

Responsibility

Responsibilities include: working under limited supervision using standardized practices and/or methods; leading, guiding, and/or coordinating others; operating within a defined budget. Utilization of some resources from other work units is often required to perform the job's functions. There is a continual opportunity to significantly impact the organization's services.

Work Environment

The usual and customary methods of performing the job's functions require the following physical demands: some lifting, carrying, pushing, and/or pulling, and significant fine finger dexterity. Generally the job requires 75% sitting, 10% walking, and 15% standing. The job is performed under minimal temperature variations and under conditions with some exposure to risk of injury and/or illness.

Experience: Job related experience with increasing levels of responsibility is desired

Education: Targeted, job related education with study in job-related area

Equivalency: None identified

Required Testing:

DOT Physical Exam
DOT Random Drug and Alcohol Testing

Certificates and Licenses:

CDL with S & P Endorsement
CPR/First Aid Certificate within 30 days of hire

Continuing Educ. / Training:

None identified

Clearances:

Criminal Justice Fingerprint/Background Clearance
DOT Pre-employment Drug and Alcohol Testing
MVR (Motor Vehicle Record) Clearance

FLSA Status

Non Exempt

Approval Date

7/1/2018

Salary Grade

55

I have read and understand the scope of the job and hold the minimum requirements:

Employee Name (Please Print): _____

Employee Signature: _____ **Date:** _____